

## **FREQUENTLY ASKED QUESTIONS - INDUSTRIAL TRAINING**

### **1. Where can the list for Industrial Training placements be found?**

Students can refer to the current list with their course coordinators.

They can also refer to the database that is at the Deputy Dean of Academic Affairs' (TDA) office.

### **2. Are allowances provided during industrial training?**

The majority of placements do not provide allowances to students.

### **3. What is the duration of each placement?**

Refer to your course coordinators.

### **4. Who are the course coordinators for each programme?**

<b>No.</b>	<b>Code Course</b>	<b>Course Name</b>	<b>Course Coordinator</b>	<b>Course Co-coordinator</b>
1.	VPD3932	Veterinary Professional Orientation	Dr Puteri Azaziah Megat Abd Rani	1. Dr Mark Hiew Wen Han 2. Dr Tengku Rinalfi Putra
2.	VPD3933	Management of Livestock I	Dr Hasliza Abu Hassim	1. Dr Hezmee Mohd Noor
3.	VPD3934	Management of Livestock II	Dr Lokman Hakim Idris	1. Dr Mohd Sharom Salisi
4.	VPD3935	Clinical Orientation	Prof. Madya Dr Malaika Watanabe	1. Dr Mokrish Md Ajat 2. Dr Rozaihan Mansor
5.	VPD4941	Extramural Lab Practice	Prof. Madya Dr Siti Khairani Bejo	1. Dr Nur Indah Ahmad
6.	VPD4945	Extramural Clinical Practice	Dr Sharifah Salmah Syed Hussain	1. Dr Ooi Peck Toung 2. Dr Khor Kuan Hua

**5. What are the forms to be brought along for each industrial training?**

The respective forms can be obtained from the TDA's office.

**6. Will the placements provide amenities e.g. lodging and transport?**

The majority of placements do not provide these amenities. Students will be notified by the respective placements if lodging is provided. Students are encouraged to be attached to premises that are near to their homes.

**7. What should students bring to their industrial training?**

Basic items like gloves, shoes, coveralls, gumboots, stethoscopes, labcoats (depending on the venue) and the respective forms should be brought.

**8. Are students allowed to fulfil their industrial training requirements during the mid-semester break?**

Yes they are allowed to with prior consent from course coordinators.

**9. Will Universiti Putra Malaysia (UPM) provide medical insurance for students that are undergoing industrial training within the country and/or overseas? What will the coverage be?**

Overseas: None provided

Within the country:



**RISALAH PENERANGAN MENGENAI PELAN PERLINDUNGAN TAKAFUL BERKELOMPOK PELAJAR-PELAJAR UNIVERSITI PUTRA MALAYSIA (UPM SERDANG) ("PRASISWAZAH")**

Pemegang Polis/Contrak Insur

UNIVERSITI PUTRA MALAYSIA ("UPM")

43400 Serdang

Selangor Darul Ehsan

Pelajar Yang Dilindungi

Pelajar-pelajar Tempatan Pra-Siswazah Berdaftar Mulai September 2014

Pemanggu Takafu

ETIQA TAKAFUL BERHAD (266243 D)

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**SKIM PERLINDUNGAN TAKAFUL BERKELOMPOK BAGI PELAJAR UNIVERSITI PUTRA MALAYSIA**

**1. PENGENALAN**

UPM telah mengambil Perindungan Takafu Berkelompok dengan Etiqa Takaful Berhad bagi melindungi pelajar-pelajarnya. Semua pelajar berdaftar prasiswazah UPM mulai September 2014 adalah dilindungi di bawah pelan takaful ini.

**2. TUJUAN SKIM**

Skim Takaful berkelompok ini adalah bertujuan :-

- i) Memastikan kebajikan pelajar ditutamakan dengan menyediakan skim perlindungan asas dalam bentuk pampasan sekiranya berlaku perkara-perkara yang tidak diingini seperti kematian dan kecacatan kekal.
- ii) Mengurangkan beban kewangan kepada waris yang perlu menanggung kos-kos berkaitan sekiranya berlaku perkara-perkara yang tidak diingini.

**3. MANFAAT PERLINDUNGAN YANG DISEDIAKAN**

Di bawah skim ini, pelajar-pelajar dilindungi 24 jam sehari di seluruh dunia. Sekiranya berlaku kematian atau cacat kekal samada disebabkan penyakit atau kemalangan, pelajar/waris pelajar layak untuk membuat tuntutan. Etiqa Takaful juga menyediakan manfaat-manfaat sampingan lain seperti Jadual di sebelah.

Skop/Manfaat Perindungan	Jumlah Pampasan
1. Kematian Biasa/Perkaki	RM8,000.00
2. Kematian Kemalangan	RM22,000.00
3. Keilatan Kekal Menyeluruh Biasa	RM8,000.00
4. Keilatan Kekal Menyeluruh Akibat Kemalangan	RM22,000.00
5. Keilatan Separa Kekal Akibat Kemalangan (rujuk jadual manfaat sebelah)	RM22,000.00 (Maksimum)
6. Perbelanjaan Perubatan Akibat Kemalangan	RM1,000.00
7. Perbelanjaan Pengkebumihan	RM1,500.00
8. Manfaat Elauin Wad Hospital Akibat Kemalangan (maksimum 30 hari)	RM25,000/hari

(Silalah rujuk Jadual Manfaat sebelah bagi skop no. 5)

**4. PROSEDUR MEMBUAT TUNTUTAN**

- Langkah 1 - Laporan kepada pihak HEP dan dapatkan borang tuntutan di pejabat HEP (passtikan ambil borang yang betul).
- Langkah 2 - Lengkapkan borang tuntutan dan lampirkan dokumen-dokumen yang berkaitan.
- Langkah 3 - Serahkan borang tuntutan beserta dokumen lengkap kepada Unit Kebajikan Hal Ehwal Pelajar UPM. Semua dokumen salinan perlu di akui sah ("ack") dan borang tuntutan perlu di tandatangangi oleh pegawai HEP.
- Langkah 4 - Pihak HEP akan menghubungi pelajar/waris pelajar setelah cek pembayaran pampasan telah diterima dari Etiqa Takaful.

**5. DOKUMEN-DOKUMEN YANG DIPERLUKAN SEMASA MEMBUAT TUNTUTAN**

"Senarai Semak Dokumen Untuk Tuntutan" ada dilampirkan di mukasurat terakhir borang tuntutan ("claim form").

**6. PERLU PENJELASAN LANJUT?**

Sila hubungi Seksyen Kebajikan, Kemudahan dan Kesejahteraan Pelajar, Bahagian Hal Ehwal Pelajar di talian 03-89472094 / 03-89471334 / 03-89471337

**7. NOTA PENTING**

Risalah ini hanyalah merupakan penerangan ringkas sahaja dan tidak menyeluruh. Untuk butiran lengkap tentang pengucuaian, terma-terma dan syarat-syarat perlindungan, ianya ada terhandung di dalam Kontrak Takaful antara Etiqa Takaful Berhad dan UPM.

**JADUAL MANFAAT KEHILANGAN UPAYA BERKEKALAN AKIBAT KEMALANGAN PERATUSAN**

HURUMAN MANFAAT	PERATUSAN
Kematian	100%
Hilang kedua belah anggota badan	100%
Hilang kedua belah tangan atau kesemua jari dan kedua ibu jari	100%
Lumpuh sepenuhnya	100%
Tidak siaman sepenuhnya	100%
Kecederaan yang menyebabkan terantar seluruh hidup	100%
Semua kecederaan yang menyebabkan keilatan kekal	100%
Hilang tangan dari paras bahu	100%
Hilang tangan di antara bahu dan siku	100%
Hilang tangan dari paras siku	100%
Hilang tangan di antara siku dan pergelangan tangan	100%
Hilang tangan dari paras pergelangan tangan	100%
Hilang kaki dari paras	100%
-Pungung	100%
-Di antara lutut dan punggung	100%
-Di bawah lutut	100%
Hilang mata sepenuhnya	50%
Hilang penglihatan ;	50%
-Kecuali penerimaan cahaya	50%
-Kanta	50%
Hilang empat jari dan ibu jari sebelah tangan	40%
Hilang empat jari	25%
Hilang ibu jari ;	10%
-Dua ruas	10%
-Satu ruas	8%
Hilang jari telunjuk ;	4%
-Tiga ruas	4%
-Dua ruas	4%
-Satu ruas	2%
Hilang jari manis ;	5%
-Tiga ruas	4%
-Dua ruas	4%
-Satu ruas	2%
Hilang jari kelingking ;	4%
-Tiga ruas	3%
-Dua ruas	3%
-Satu ruas	2%
Hilang melacarpus dari pergelangan tangan hingga pangkal jari ;	3%
-Pertama atau kedua (tambahan)	3%
-Ketiga, keempat atau kelima (tambahan)	2%
Hilang jari kaki ;	15%
-Semua	5%
-Ibu, dua ruas	5%
-Ibu, satu ruas	2%
-Selain dari itu, setiap satu	1%
Hilang pendengaran ;	75%
-Dua belah telinga	15%
-Sebelah telinga	50%
Hilang sepenuhnya keupayaan pertuturan	50%

**10. Can students apply for placements on their own?**

Students can make initial enquiries to the respective placements. However, the official application letter will be provided by the course coordinators.

**11. What can be done when there are no placement offers from all 3 venues that were applied to?**

The Industrial Training Unit together with the course coordinators will help students to obtain placements.

**12. What is the status of students that need to defer their industrial training to the next semester?**

Students that do not fulfil their industrial training requirements are not eligible for graduation.

**13. What can be done if students want to change their placement after they have reported for duty?**

A letter stating the appropriate reason needs to be sent to the Dean of the faculty with copies sent to the Deputy Dean of Academic Affairs and course coordinator. This is to help inform evaluators who will be making student visits to the premises.

**14. Are students allowed leave days during industrial training?**

Only applications for leave due to a death, illness or representing the country/university will be entertained. Students are required to replace these days to fulfil the industrial training requirement.

**15. Are students required to prepare résumés when applying for placements?**

The placement premise will notify students if this is required.

**FAQs from the Industry**

**1. What should the industrial placements provide/ teach students that will be attached to their premises?**

A list of Learning Outcomes will be provided during the application stage.

A list of Learning Outcomes will also be provided to students during the briefings for industrial training placement.

**2. Can students be attached for more than 2 weeks?**

Yes they can.